



THE CITY OF MARTINEZ INVITES APPLICATIONS FOR

POLICE OFFICER

THIS RECRUITMENT IS OPEN TO LATERALS & ACADEMY GRADUATES ONLY

**POLICE OFFICER
SALARY RANGE:**

\$5,216 - \$6320/Mo. \$30.09 - \$36.46/Hr. *Laterals can be placed at any step.* City also pays employee's 9% PERS in addition to salary.

FINAL FILING DATE:

Monday, April 6th, 2009 at 5:00 p.m. (NO POSTMARKS ACCEPTED). Applications received by the Personnel Department after April 6th, 2009 at 5:00 p.m. will be disqualified.

- **ACADEMY GRADUATES MUST SUBMIT A CERTIFICATE OF COMPLETION FROM A BASIC ACADEMY WITH THE APPLICATION.**
- **LATERALS MUST SUBMIT A BASIC POST CERTIFICATE WITH THE APPLICATION.**

ORAL APPRAISAL:

Date to be announced.

APPLICATIONS:

Forms available from the **Personnel Department**, located at 525 Henrietta Street, Martinez, CA 94553. Applications are also available online at the City of Martinez website at www.cityofmartinez.org or by calling (925) 372-3522. **YOU MAY SUBMIT A RESUME, HOWEVER, RESUMES NOT ACCEPTED IN LIEU OF COMPLETED CITY APPLICATION FORM.**

THE POSITION:

Under general supervision, to patrol an assigned beat in the enforcement of law and order; to carry out special assignments in the protection of life and property; and to perform related work as required.

TYPICAL TASKS:

Operates an automobile, motorcycle, off road motorcycle, bicycle, or walks in patrolling an assigned area for the prevention of crime and the enforcement of laws and regulations; intervenes in private and public disputes; responds to radio messages or telephone instructions and appears at scenes of disorder, crime or complaints; investigates and prepares reports; directs traffic, gives verbal warnings, makes arrests; fingerprints, photographs and books prisoners; takes prisoners to court; appears in court on and off duty as the arresting officer; supervises the custody of prisoners.

**SPECIAL
ASSIGNMENTS:**

Assignments include Traffic, Community Resources Officer, School Resource Officer, Corporal Program, K-9 Program, Investigations and Narcotics (DOJ task force).

REQUIREMENTS:

Minimum. Must be 18 years of age. High school diploma or equivalent; possession of a valid California driver's license with a good driving record. Must be able to pass the following: medical physical examination including drug screen, psychological, polygraph, and background investigation. Must have 20/100 vision or better, correctable to 20/30 in each eye.

Knowledge & Abilities. Ability to observe and learn various laws, police procedures, law enforcement techniques and first aid; analyze problems and situations accurately and adopt effective courses of action even in emergency or stressful situations; undergo strenuous physical conditioning; maintain positive business and community relationships. Ability to read and understand departmental policies, rules, instructions, laws, regulations, and police literature, together with an aptitude for law enforcement work; ability to analyze situations and adopt a quick, effective, and responsible course of action; ability to write clear and accurate reports; ability to understand and follow oral directions; ability to learn the use and care of automobiles, motorcycles, and small firearms; keen observation and ability to remember names, faces, and details of incidents; good health, physical endurance and agility; ability to meet height and maintain weight and physical standards established by the City Council; ability to pass a polygraph examination.

SELECTION PROCESS:

A select number of the most experienced and best qualified applicants will be invited to participate in an Oral Board exam. In addition, a basic grammar and handwriting skills test will be administered prior to the Oral Board.

WORKING CONDITIONS:

Shifts: Patrol works 3/12 plan. Investigations and other special assignments work 4/10 plan.

Special Assignments: Officers assigned to some special assignments receive 5% premium pay.

**CURRENT
BENEFITS PACKAGE:**

Retirement: Public Employees' Retirement System (PERS) with the 3@50 option. City contributes 100% of the employee's portion toward retirement. Retirement health benefit paid by City.

Vacation: Twelve working days annually for the first four years of service. Maximum of 25 days annually after 20 years of service.

Holidays: Eleven days per year.

Sick Leave: Accrued indefinitely at the rate of eight hours per month. PERS credit for unused sick leave upon service retirement.

Insurance: The City contracts with the Public Employees' Retirement System for health benefits for this classification. The City pays the Kaiser North premium rate and 80% of the increase in premium each year. Those selecting a more costly plan must pay the difference between the Kaiser premium and that of the plan selected. The City also offers Delta Dental which includes a City paid orthodontic plan covering all eligible family members, Vision, and Life Insurance (two times salary up to \$125,000) benefits with premiums paid 100% by the City.

Education Incentive: Program pays three percent (3%) monthly for an AA or Intermediate POST certificate; six percent (6%) for a BA or Advanced POST certificate; nine percent (9%) for an MA, in addition to base salary.

Longevity Pay: Five percent (5%) after 15 years. An additional two percent (2%) after 20 years.

Professional Development: Members will receive three percent (3%) interim base salary increase while enrolled in college level courses and pursuing a college or university degree.

Retirement Health Benefits: Retirees will receive retirement health benefits in accordance with the PERS Health Plan provisions. Benefits shall be paid at the rate paid for active employees.

Bilingual Pay: Employee receives additional \$85/mo for one language or \$170/mo for two or more languages.

Other: Meal allowances, call-out pay, internal promotional program.

Probation: Lateral officers must successfully pass a 12 month probationary period. Police academy graduates must successfully pass an 18 month probationary period.

NOTES TO APPLICANTS:

DISABLED APPLICANTS: The Personnel Department will make reasonable efforts in the examination process to accommodate disabled applicants. Please advise the Department of any special needs in advance of the examination.

VERIFICATION OF EMPLOYMENT ELIGIBILITY:

As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986, must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Eligibility Verification Form (I-9) and producing acceptable documents including but not limited to, United States Passport; State-issued Driver's License; Social Security Card; Birth Certificate; other acceptable documents that establish identity and eligibility to work in the United States.

AGENCY SHOP REQUIREMENT: THIS JOB CLASSIFICATION IS IN A COLLECTIVE BARGAINING UNIT, EMPLOYEES OF WHICH ARE REQUIRED TO PAY UNION DUES.

THE CITY OF MARTINEZ HAS ADOPTED ORDINANCE 1057 C.S. WHICH PROVIDES EMPLOYEES WITH A SMOKE-FREE WORKING ENVIRONMENT.

**THE INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE AND DOES NOT
CONSTITUTE EITHER AN EXPRESSED OR AN IMPLIED CONTRACT. THE
CITY OF MARTINEZ IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE
BASIS OF DISABILITIES IN CONFORMANCE WITH
THE AMERICANS WITH DISABILITIES ACT**